



OPCW

Technical Secretariat

International Cooperation and Assistance Division

S/693/2008

15 May 2008

ENGLISH and SPANISH only

NOTE BY THE TECHNICAL SECRETARIAT

**SUBREGIONAL SEMINAR ON THE IMPLEMENTATION OF ARTICLE VI OF THE
CHEMICAL WEAPONS CONVENTION IN CENTRAL AMERICA
MEXICO CITY, MEXICO
25 – 27 AUGUST 2008**

1. On behalf of the Government of Mexico and the Organisation for the Prohibition of Chemical Weapons (OPCW), the Director-General wishes to invite representatives of National Authority of Central America to nominate participants to attend the Subregional Seminar for National Authorities on the Implementation of Article VI of the Chemical Weapons Convention in Central America, which will be held in Mexico City, Mexico, from 25 to 27 August 2008.
2. The objective of the seminar is to increase national capacity to comply with the obligations assumed by States Parties under the Convention. The seminar will focus on the following thematic clusters:
 - (a) the Chemical Weapons Convention (hereinafter “the Convention”) and its status of implementation;
 - (b) import and export provisions of the Convention;
 - (c) declarations required by the Convention;
 - (d) chemical industry verification;
 - (e) inspections to the chemical industry; and
 - (f) international cooperation and assistance projects; implementation support programmes.
3. The provisional programme of the seminar is contained in Annex 1 to this Note.
4. The Technical Secretariat (hereinafter "the Secretariat") expects to be able to sponsor the participation of a limited number of representatives of National Authorities who are responsible for the submission of declarations to the OPCW. Each nomination should specify whether sponsorship is a condition for the nominee's participation. For sponsored participants, the Secretariat will cover the costs of travel, meals,



accommodation, and medical insurance, and will provide a limited subsistence allowance to cover sundry expenses. Sponsored participants who do not intend to use the accommodation provided by the Secretariat are requested to indicate that to the Secretariat as soon as possible, so that it does not incur hotel cancellation fees. The daily subsistence allowance will remain unchanged for those participants who opt to make their own accommodation arrangements. When making travel arrangements for sponsored participants, the Secretariat will seek the most economical options. The Secretariat will purchase tickets and send them to participants. Participants will be allowed to purchase tickets locally only if this leads to further savings for the Secretariat and if the Secretariat authorises it. In order for the Secretariat to keep costs to a minimum, participants are expected to arrive no earlier than 24 August 2008 and to depart no later than 28 August 2008. The Secretariat's agreement is required for any changes to the arrival and departure dates. The Secretariat will not cover expenses unrelated to the meeting or that result from changes in travel arrangements it has not authorised. Sponsored participants shall bear all costs resulting from changes they make, including cancellations, once the Secretariat has purchased tickets. Participants who have not been sponsored are requested to make their own travel and accommodation arrangements, although the Secretariat can, if necessary, arrange accommodation at reduced rates.

5. Participants are requested to obtain any necessary visas (including transit visas) before travelling to Mexico City.
6. Interested National Authorities are invited to complete the nomination form that is included as Annex 2 to this Note, providing all the details it requests so that the Secretariat can communicate directly with the nominees. Completed forms should be addressed to the Director, International Cooperation and Assistance Division, OPCW, Johan de Wittlaan 32, 2517 JR The Hague, the Netherlands. Nominations may also be submitted by fax (+31 (0)70 416 3228) or by e-mail to ipb@opcw.org. All nominations must be received by the Secretariat **no later than 25 July 2008**. Please be advised that participants must present an OPCW acceptance letter in order to register at the seminar.
7. Additional information about the seminar may be obtained from the Implementation Support Branch, International Cooperation and Assistance Division. The contact person is Ms Vanessa Fraga Prol, +31 (0)70 416 3825 Fax: +31 (0)70 416 3228.

Annexes

- Annex 1: Provisional programme
Annex 2: Nomination form

Annex 1

**SUBREGIONAL SEMINAR ON THE IMPLEMENTATION OF ARTICLE VI OF THE
CHEMICAL WEAPONS CONVENTION IN CENTRAL AMERICA
MEXICO CITY, MEXICO
25 – 27 AUGUST 2008**

PROVISIONAL PROGRAMME

Monday, 25 August	
09:00 – 09:45	Registration
09:45 – 10:00	Opening of the seminar
10:00 – 10:45	Status of implementation of the Convention
10:45 – 11:45	Schedules of chemical substances and declarations under Art. VI
11:45 – 12:00	Coffee break
12:00 – 13:30	Declarations and Scheduled Chemicals Handbooks
13:30 – 15:00	Provisions of the Convention related to the transfer of scheduled chemicals
Tuesday, 26 August	
10:00 – 11:00	Experiences of National Authorities
11:00 – 11:45	Identification of declarable activities
11:45 – 12:00	Coffee break
12:00 – 12:45	Illustrative examples and table-top exercises
12:45 – 13:45	The verification regime under Art. VI of the Convention
13:45 – 15:00	The process of inspection
Wednesday, 27 August	
10:00 – 10:45	The role of escorts during OPCW inspections
10:45 – 11:45	Experiences of National Authorities
11:45 – 12:00	Coffee break
12:00 – 13:00	Experiences of National Authorities (Continuation)
13:00 – 14:45	Bilateral consultations
14:45 – 15:00	Closing

Annex 2

**SUBREGIONAL SEMINAR ON THE IMPLEMENTATION OF ARTICLE VI OF THE
CHEMICAL WEAPONS CONVENTION IN CENTRAL AMERICA
MEXICO CITY, MEXICO
25 – 27 AUGUST 2008**

NOMINATION FORM

Please submit the completed form **by 25 July 2008** to:
The Director, International Cooperation and Assistance Division, OPCW,
Johan de Wittlaan 32, 2517 JR The Hague, the Netherlands.
Fax: +31 (0)70 416 3228; e-mail: ipb@opcw.org

Please type or use BLOCK LETTERS.

1.	Government body making the nomination	
2.	Is the nominee involved in activities related to submission of declarations under the Convention? ⁱ <i>(To be completed by the National Authority)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> If so, please provide details: ----- ----- -----
3.	Family name of nominee ⁱⁱ	
4.	First name(s)	
5.	Date of birth	Month Year
6.	Citizenship	
7.	Gender	Male <input type="checkbox"/> Female <input type="checkbox"/>
8.	Passport number	
9.	Date of issue	Day Month Year
10.	Expiry date	Day Month Year
11.	Place of issue	
12.	Employer	
13.	Description of duties ⁱⁱⁱ	

ⁱ For this and all like items, please tick the appropriate box.

ⁱⁱ Please give the first and family names as they appear in the nominee's passport. Incorrect or insufficient information may result in travel-related difficulties.

ⁱⁱⁱ Please be as accurate as possible.

14.	Contact address (Please do not give a post-office box number)	Street	
		Number	Post code
		City	
		Country	
15.	E-mail address		
16.	Telephone numbers, including country and city codes	Home	
		Work	
		Mobile	
17.	Fax numbers, including country and city codes	Home	
		Work	
18.	Has the nominee previously attended training sessions organised by the OPCW?	Yes <input type="checkbox"/> No <input type="checkbox"/> If so, when and where?	
19.	Is sponsorship a condition of participation?	Yes <input type="checkbox"/> No <input type="checkbox"/>	